



Win T-Bill

Tutorial

Version 1.0

Congratulations

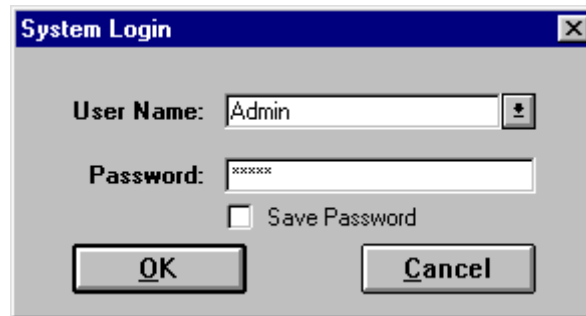
Now that you have obtained the Nation's
leading Estimating system's companion
Time & Material Billing
program, the following short Tutorial
will help you get started.

This document contains instructions on how to
Invoice a small job, showing the flow of the invoice,
and the basic functions of the billing system.

**If you are a beginning user of McCormick System Inc.'s
products, please refer to the User's Manual
and follow the instructions for installing the program.
Then do this Tutorial.**

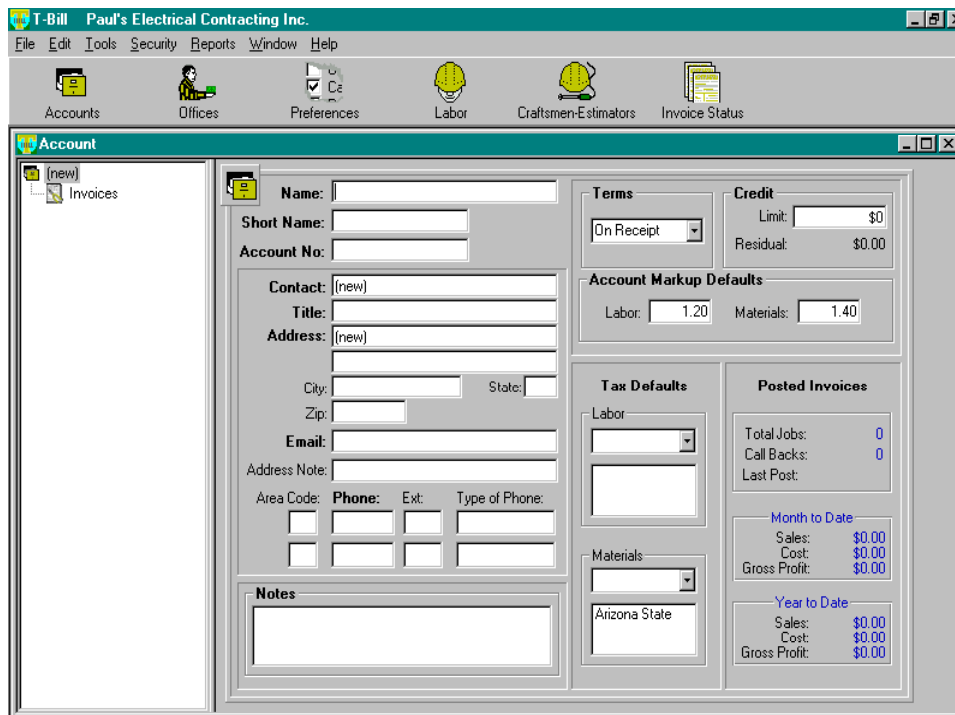
Step 1: Creating an Account

Left Click on the McCormick “Win T-Bill” Icon and the “System Login” screen will appear.



The "System Login" dialog box has a title bar with "System Login" and a close button. It contains two input fields: "User Name:" with a dropdown menu showing "Admin" and a pull-down arrow, and "Password:" with a text box containing "xxxxxx". Below the password field is a checkbox labeled "Save Password" which is currently unchecked. At the bottom are two buttons: "OK" and "Cancel".

Left Click on the pull down arrow and select “Admin”. Type “Admin” (the password is case sensitive) in the blank white space next to “Password”. Then Left Click “OK”. Save the password step in the future by putting an “X” in the “Save Password” box.



The "Account" screen is a complex form with multiple sections. On the left is a sidebar with "Invoices" and a "new" button. The main area contains several input fields and sections:

- Name:** A large text box for the full name.
- Short Name:** A text box for a shortened name.
- Account No:** A text box for the account number.
- Contact:** A dropdown menu with "(new)" selected.
- Title:** A text box for the contact's title.
- Address:** A text box for the contact's address.
- City:** A text box for the city.
- State:** A dropdown menu for the state.
- Zip:** A text box for the zip code.
- Email:** A text box for the email address.
- Address Note:** A text box for additional address information.
- Area Code:** A text box for the area code.
- Phone:** A text box for the phone number.
- Ext:** A text box for the extension.
- Type of Phone:** A dropdown menu for the phone type.
- Notes:** A large text box for additional notes.
- Terms:** A dropdown menu with "On Receipt" selected.
- Credit:** A section with "Limit:" set to "\$0" and "Residual:" set to "\$0.00".
- Account Markup Defaults:** A section with "Labor:" set to "1.20" and "Materials:" set to "1.40".
- Tax Defaults:** A section with a dropdown menu for "Labor" and a text box for "Materials".
- Posted Invoices:** A section showing "Total Jobs: 0", "Call Backs: 0", and "Last Post:".
- Month to Date:** A section showing "Sales: \$0.00", "Cost: \$0.00", and "Gross Profit: \$0.00".
- Year to Date:** A section showing "Sales: \$0.00", "Cost: \$0.00", and "Gross Profit: \$0.00".

The “Account” screen will appear. Fill in the blanks with the following information in **bold uppercase letters contained in the parenthesis:**

- **Name** – The complete name of the Account. **(KOKOPELLI ELECTRICAL CONTRACTING INC.)**
- **Short Name** – A short version of the Account name as it will appear in any lists. **(KOKOPELLI)**

Step 1: Creating an Account (Contd.)

- **Account No.** – Give the Account a unique number. **(EC1234)**
- **Contact** – This can be an individual or a Department (i.e., Frank Smith or Accounts Payable). **(FRANK SMITH)**
- **Title** – If the “Contact” is an individual, you can supply their title here. **(VICE PRESIDENT OF OPERATIONS)**
- **Address** – Two lines are provided; one will be the street address, the other can be used for a Department if the “Contact” was an individual. **(Line 1: 1234 N. DESERT BLVD./Line 2: SUITE10A)**
- **City/State/Zip** – Self-explanatory. **(ANYWHERE/AZ/85000)**
- **Email** – Welcome to the 21st Century! **(WWW.KOKOPELLI.COM ENTER USING LOWER CASE)**
- **Address Note** – Optional information about the address (i.e., “no packages”, “must sign”, etc.).
- **Phone** – Includes “Area Code”, “Phone”, “Ext”, “Type of Phone” (i.e., Office, Cell, Fax, etc.). **(480 555-5555 101 OFFICE)**
- **Notes** – Optional general notes about the customer (good or bad) can be updated or removed.
- **Terms** – Use the “pulldown” to select the terms for this Account **(60 DAYS)**
- **Credit** – Set the credit “Limit” you wish to extend to this Account. Note the “Residual” that appears below the “Limit” field. This amount will decrease automatically as you generate invoices for this Account. **(\$150,000)**
- **Account Markup Defaults** – These were originally set when the Office was created, but can be changed per Account. **(LABOR 1.2, MATERIAL 1.4)**
- **Tax Defaults** – Originally setup when the Office was created. **(EDIT BY DOUBLE CLICKING AND DELETING THOSE TAXES THAT ARE NOT APPLICABLE)**

NOTE: Refer to the User’s Manual on how to add taxes if none were setup originally and are now needed.



Step 1: Creating an Account (Contd.)

The screenshot shows the 'Account' window in the T-Bill software. The window title is 'T-Bill Paul's Electrical Contracting Inc.'. The menu bar includes File, Edit, Tools, Security, Reports, Window, and Help. The toolbar has icons for Accounts, Offices, Preferences, Labor, Craftsmen-Estimators, and Invoice Status. The left sidebar shows a tree view with 'Kokopelli' selected, containing 'Invoices' and 'Coke'. The main area contains the following fields:

- Name:** Kokopelli Electrical Contracting Inc.
- Short Name:** Kokopelli
- Account No.:** EC1234
- Contact:** Frank Smith
- Title:** Vice President of Operations
- Address:** 1234 N. Desert Blvd., Suite 10A
- City:** Anywhere, **State:** AZ
- Zip:** 85000
- Email:** www.kokopelli.com
- Address Note:**
- Area Code:** 480, **Phone:** 555-5555, **Ext.:** 101, **Type of Phone:** Office
- Notes:**
- Terms:** 60 Days
- Credit Limit:** \$150,000
- Credit Residual:** \$150,000
- Account Markup Defaults:** Labor: 1.20, Materials: 1.40
- Tax Defaults:** Labor: , Materials: Arizona State
- Posted Invoices:** Total Jobs: 0, Call Backs: 0, Last Post: .
- Month to Date:** Sales: \$0.00, Cost: \$0.00, Gross Profit: \$0.00
- Year to Date:** Sales: \$0.00, Cost: \$0.00, Gross Profit: \$0.00

The above Account should look after all the information is input properly.

Note the “tree” to the left. **Left Click** on “Invoices” under “Kokopelli”.

Step 2: Creating an Invoice

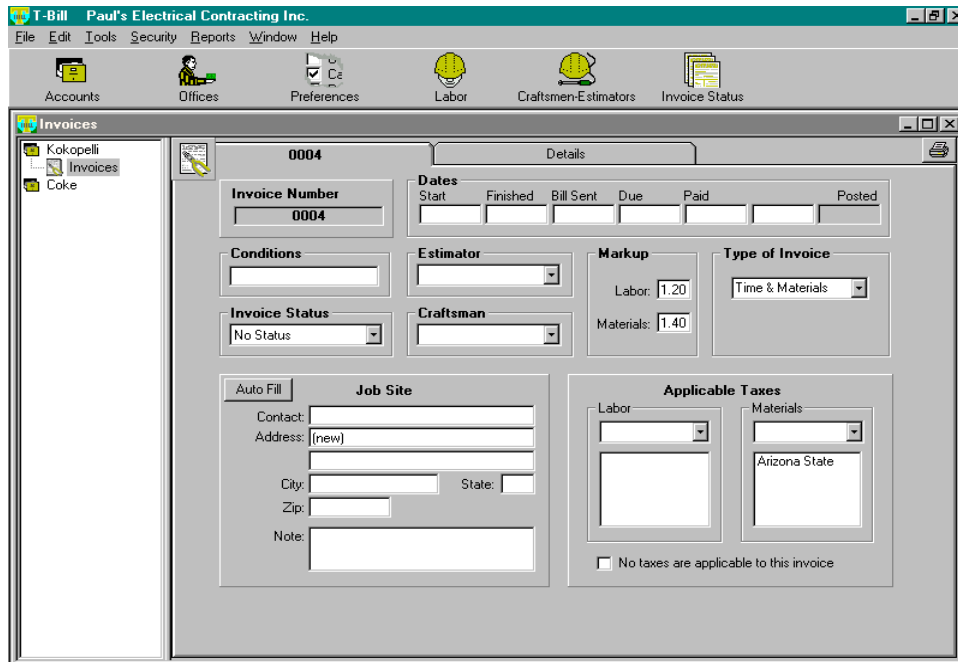
The screenshot shows the 'Invoices' window in the T-Bill software. The window title is 'T-Bill Paul's Electrical Contracting Inc.'. The menu bar includes File, Edit, Tools, Security, Reports, Window, and Help. The toolbar has icons for Accounts, Offices, Preferences, Labor, Craftsmen-Estimators, and Invoice Status. The left sidebar shows a tree view with 'Kokopelli' selected, containing 'Invoices' and 'Coke'. The main area contains the following fields:

- Invoice Number:** , **Search** button, ☐ View All Invoices For Paul's, **New Invoice** button
- | Invoice | Status | Cost | Price | Tax | Price/Cost | Start Date |
|---------|--------|------|-------|-----|------------|------------|
|---------|--------|------|-------|-----|------------|------------|

Step 2: Creating an Invoice (Contd.)

To create a new “Invoice”, either do a **Right Click** on “Invoices” and select “Add Invoice”, or **Left Click** on the “New Invoice” button in the upper right corner.

Step 3: Creating an Invoice Cover Sheet



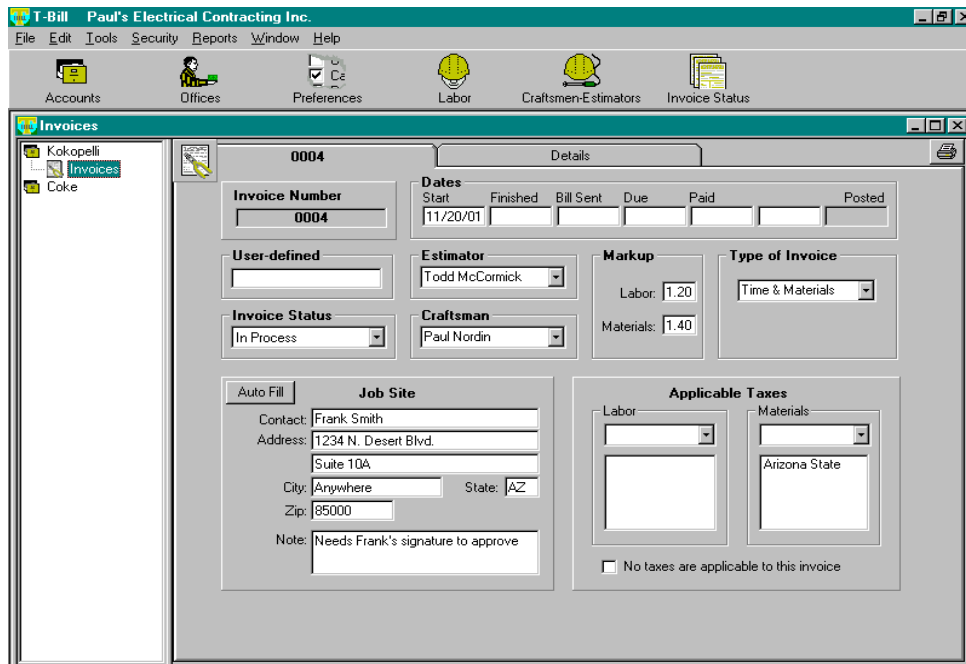
The Invoice “Cover Sheet” will appear. The “Invoice Number” is determined when setting up the Office as either automatically sequential or user assigned.

Fill in the blanks with the following information in ***bold uppercase letters contained in the parenthesis***:

- **Dates** – Include “Start”, “Finished”, “Bill Sent”, “Due”, “Paid”, and “Posted”. (**LEFT CLICK IN “START”, CHOOSE TODAY’S DATE**)
- **Conditions** – Optional “User-defined Text Box”.
- **Invoice Status** – Pulldown includes “No Status”, “In Process”, “Sent”, “Payment Received”, and “Posted”. (**LEFT CLICK ON PULLDOWN, SELECT “IN PROCESS”**)
- **Estimator** – List is created when setting up Office. (**LEFT CLICK ON PULLDOWN, SELECT AN ESTIMATOR**)
- **Craftsman** – List is created when setting up Office. (**LEFT CLICK ON PULLDONW, SELECT A CRAFTSMAN**)
- **Markup** – Carries over from the Account. Can be changed any time, many times, during the input of the Invoice. (**CHANGE LABOR TO 1.3 AND MATERIAL TO 1.5**)

Step 3: Creating an Invoice Cover Sheet (Contd.)

- **Type of Invoice** – Pulldown includes “Time & Materials”, “Quote”, “Not to Exceed”, and “Call Back”. **(LEFT CLICK ON PULLDOWN, BUT LEAVE AS TIME & MATERIALS)**
- **Job Site** – The address of the actual job. Can be input manually if different from the Account, or use the “Auto Fill” button to bring over the information directly from the Account. **(LEFT CLICK ON THE “AUTO FILL” BUTTON)**
- **Applicable Taxes** – Carries over from the Account. **(USE WHAT IS CURRENTLY SET UP)**



T-Bill Paul's Electrical Contracting Inc.

File Edit Tools Security Reports Window Help

Accounts Offices Preferences Labor Craftsmen-Estimators Invoice Status

Invoices

Kokopelli
Invoices
Coke

0004 Details

Invoice Number
0004

Dates
Start: 11/20/01 Finished: Bill Sent: Due: Paid: Posted:

User-defined
[Empty field]

Estimator
Todd McCormick

Markup
Labor: 1.20
Materials: 1.40

Type of Invoice
Time & Materials

Invoice Status
In Process

Craftsman
Paul Nordin

Auto Fill **Job Site**

Contact: Frank Smith
Address: 1234 N. Desert Blvd.
Suite 10A
City: Anywhere State: AZ
Zip: 85000
Note: Needs Frank's signature to approve

Applicable Taxes

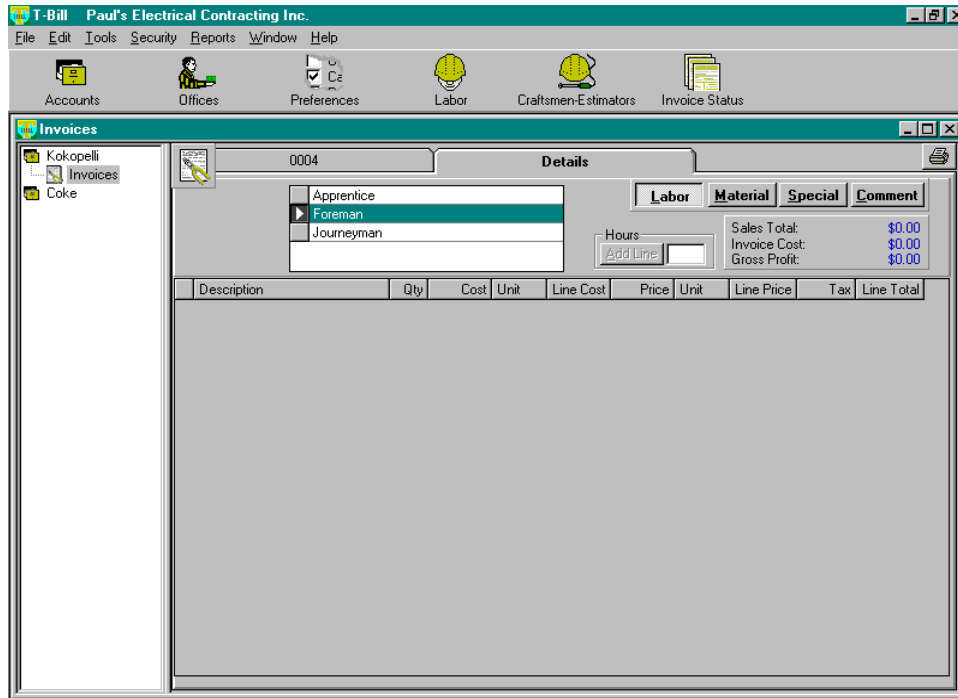
Labor: [Empty field]
Materials: [Empty field]
Arizona State

☐ No taxes are applicable to this invoice

Your completed Invoice Cover Sheet should look like the above example (with the exception of the Markup settings).

Step 4: Creating Invoice Details

Labor



The screenshot shows the 'T-Bill Paul's Electrical Contracting Inc.' window. The 'Invoices' pane on the left shows a tree view with 'Kokopelli', 'Invoices', and 'Coke'. The main window has a 'Details' tab selected, showing a list of labor categories: 'Apprentice', 'Foreman', and 'Journeyman'. The 'Hours' field is set to '20'. The 'Add Line' button is visible. The table below shows the following columns: Description, Qty, Cost, Unit, Line Cost, Price, Unit, Line Price, Tax, Line Total. The table is currently empty.

Once the “Cover Sheet” is completed, **Left Click** on the tab at the top of the window that says “Details”.

The initial window will be “Labor”, showing the list that should have been set up with the Office.

Left Click on a category/individual which will activate the “Hours” field.

Type 20 and then hit <ENTER> or **Left Click** on “Add Line”.

Repeat with another category/individual using **30** hours.

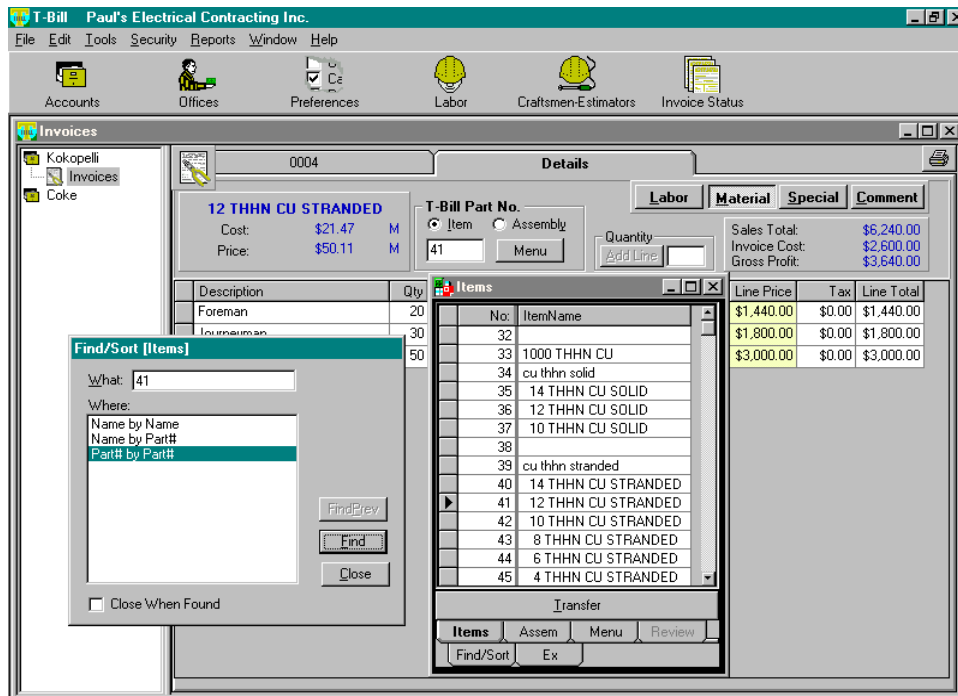
Repeat with another category/individual using **50** hours.

This will input the information to the Invoice area (we’ll see the finished product later).

NOTE: You can add Labor any time in the Invoice or edit existing Labor quantities after leaving and then returning.

Step 4: Creating Invoice Details (Contd.)

Material



When you have completed the Labor input, **Left Click** on the “Material” button in the upper right corner of the window.

A window containing the “Database” will appear. There are two (2) areas of database to choose from; 1) Items, and 2) Assemblies. You will input Material from a Work Order (see Section 1, page 53 of the User’s Manual) that has been completed in the field.

For our Tutorial, we will assume that our field people have installed 1200 feet of #12 THHN CU STRANDED wire. It has a “Code” of 41 on the Work Order.

Left Click on the “Find/Sort” tab at the bottom of the database window.

Type 41 in the “What” field where the cursor will be automatically blinking.

Select Part# to Part# in the “Where” field.

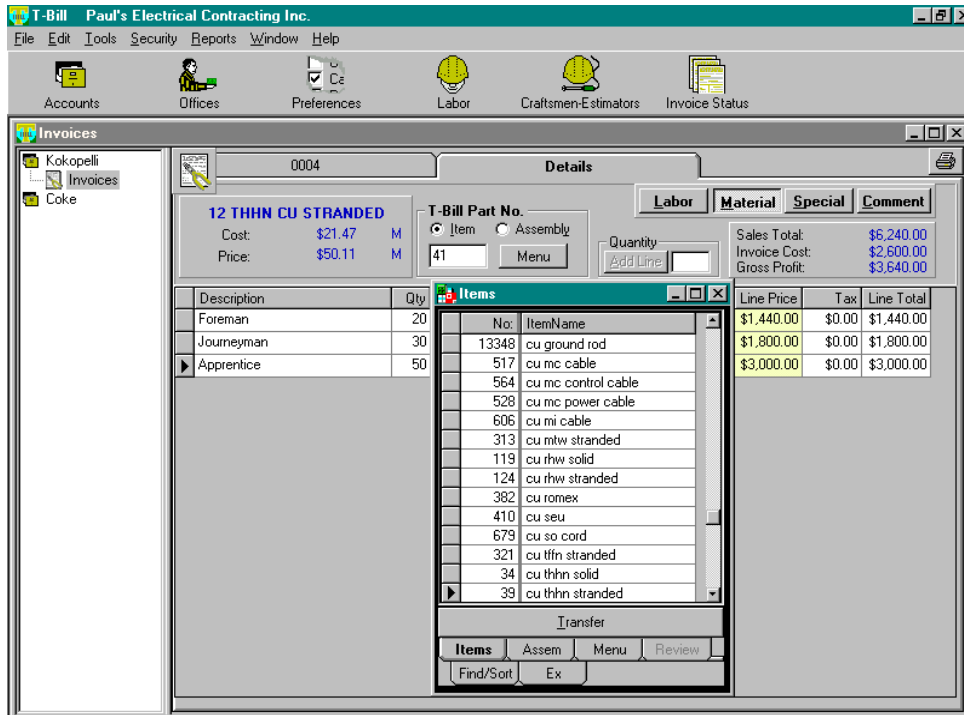
Left Click on the “Find” button.

You should be on line 41 of the Item database. **Left Click** on “Transfer” on the bottom of the database window. The “Description”, “Cost” with Unit of Measure, and “Price” with Unit of Measure will appear in **BLUE** in the upper left corner of the Invoice window.

WIN T-Bill Tutorial

The “Quantity” field will then be active. **Type 1200**, hit <ENTER> or **Left Click** on the “Add Line” to input the item into the Invoice area.

Step 4: Creating Invoice Details (Contd.) Material (Contd.)



Description	Qty	Line Price	Tax	Line Total
Foreman	20	\$1,440.00	\$0.00	\$1,440.00
Journeyman	30	\$1,800.00	\$0.00	\$1,800.00
Apprentice	50	\$3,000.00	\$0.00	\$3,000.00

Another feature that works in conjunction with “Find/Sort” is the ability to “Exchange”, which will sort your database window.

Left Click on the “Find/Sort” tab at the bottom of the database window.

Type cu in the “What” field.

Select Name by Name (alphabetical) or **Name by Number** (numerical) from the “Where” field.

When a match is found, **Left Click** on the “Ex” tab at the bottom of the database window.

As shown above, this will sort your entire database by “headers” in alphabetical order.

Scroll up or down to the header that best describes what you are looking for.

Left Click on that header.

Left Click on the “Ex” tab again, and you will be back in the “normal” database in the proper area.

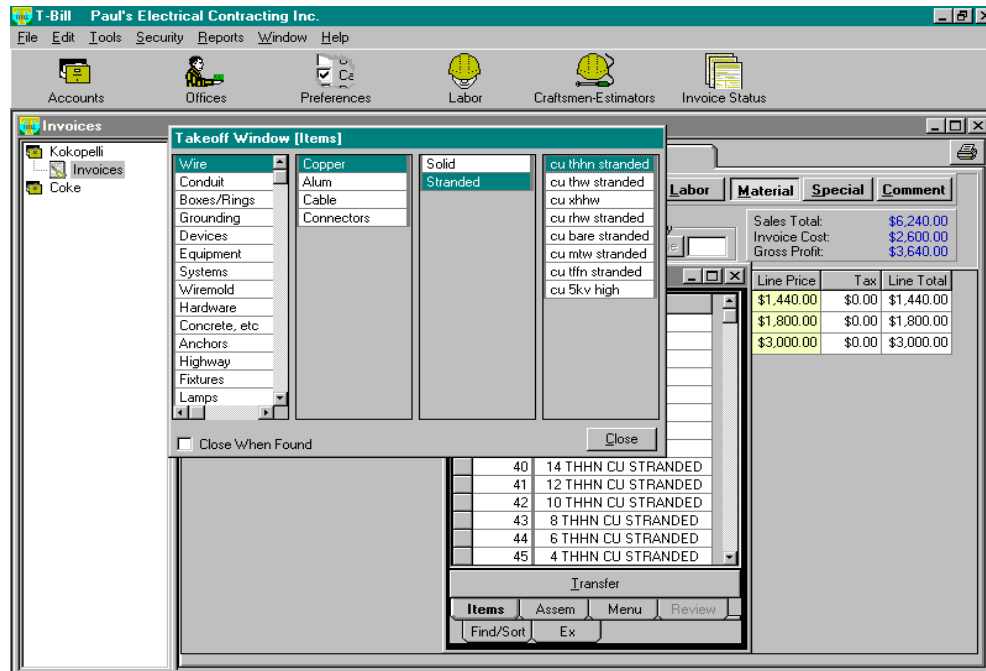
Scroll up or down to the item you want.

Left Click on the item.

Left Click on “Transfer” to activate the “Quantity” field.

Type your quantity and hit <ENTER> or **Left Click** on “Add Line” to input the data.

Step 4: Creating Invoice Details (Contd.) Material (Contd.)



An *alternate* way of locating information in the database window is to use the “Menu” function.

Left Click on “Menu” at the bottom of the database window.

Left Click from *left to right* in the menu columns on the selections that describe what you are looking for (i.e., Wire, Copper, Stranded, cu thhn stranded). This will take you to the section containing the wire you need.

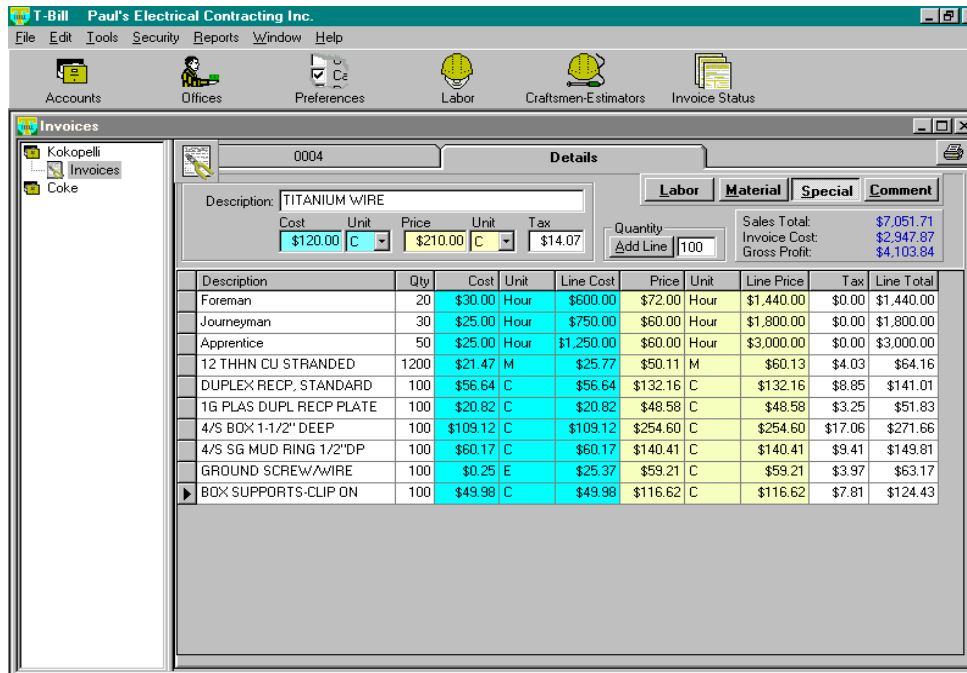
Scroll down and **Left Click** on the Item.

Left Click on “Transfer” to activate the “Quantity” field.

Type your Quantity and hit <ENTER> or **Left Click** on “Add Line” to input the data.

Step 4: Creating Invoice Details (Contd.)

Special



Description	Qty	Cost	Unit	Line Cost	Price	Unit	Line Price	Tax	Line Total
Foreman	20	\$30.00	Hour	\$600.00	\$72.00	Hour	\$1,440.00	\$0.00	\$1,440.00
Journeyman	30	\$25.00	Hour	\$750.00	\$60.00	Hour	\$1,800.00	\$0.00	\$1,800.00
Apprentice	50	\$25.00	Hour	\$1,250.00	\$60.00	Hour	\$3,000.00	\$0.00	\$3,000.00
12 THHN CU STRANDED	1200	\$21.47	M	\$25.77	\$50.11	M	\$60.13	\$4.03	\$64.16
DUPLEX RECP, STANDARD	100	\$56.64	C	\$56.64	\$132.16	C	\$132.16	\$8.85	\$141.01
1G PLAS DUPL RECP PLATE	100	\$20.82	C	\$20.82	\$48.58	C	\$48.58	\$3.25	\$51.83
4/S BOX 1-1/2" DEEP	100	\$109.12	C	\$109.12	\$254.60	C	\$254.60	\$17.06	\$271.66
4/S SG MUD RING 1/2"DP	100	\$60.17	C	\$60.17	\$140.41	C	\$140.41	\$9.41	\$149.81
GROUND SCREW/WIRE	100	\$0.25	E	\$25.37	\$59.21	C	\$59.21	\$3.97	\$63.17
BOX SUPPORTS-CLIP ON	100	\$49.98	C	\$49.98	\$116.62	C	\$116.62	\$7.81	\$124.43

You have the ability to create special items in the Invoice that are not in the database.

Left Click on the “Special” button in the upper right corner of the Invoice window.

Left Click in the “Description” field.

Type TITANIUM WIRE and hit <TAB> or <ENTER>.

Type 120 and hit <TAB> or <ENTER>.

Type C for a Unit of Measure of per hundred OR **Left Click** on the pulldown and **select C**. Hit <TAB> or <ENTER>.

Type 210 and hit <TAB> or <ENTER>.

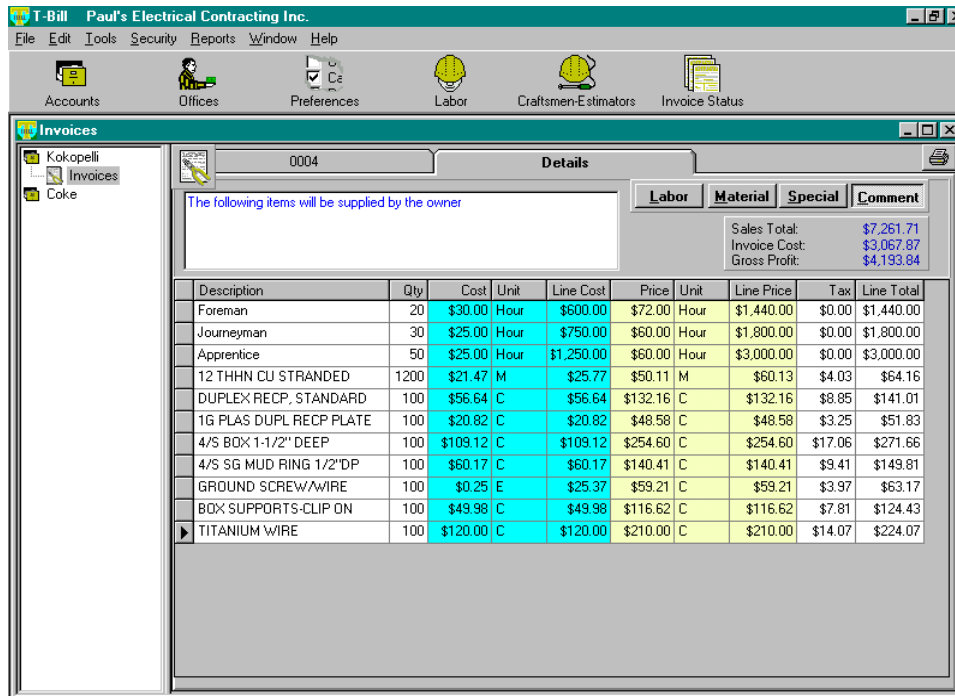
Type C for a Unit of Measure of per hundred OR **Left Click** on the pulldown and **select C**. Hit <TAB> or <ENTER>.

Hit <TAB> or <ENTER> to the “Quantity” field.

Type 100 representing 100 feet of Titanium wire, hit <ENTER> or **Left Click** on “Add Line” to input the data.

Step 4: Creating Invoice Details (Contd.)

Comment



Description	Qty	Cost	Unit	Line Cost	Price	Unit	Line Price	Tax	Line Total
Foreman	20	\$30.00	Hour	\$600.00	\$72.00	Hour	\$1,440.00	\$0.00	\$1,440.00
Journeyman	30	\$25.00	Hour	\$750.00	\$60.00	Hour	\$1,800.00	\$0.00	\$1,800.00
Apprentice	50	\$25.00	Hour	\$1,250.00	\$60.00	Hour	\$3,000.00	\$0.00	\$3,000.00
12 THHN CU STRANDED	1200	\$21.47	M	\$25.77	\$50.11	M	\$60.13	\$4.03	\$64.16
DUPLEX RECP. STANDARD	100	\$56.64	C	\$56.64	\$132.16	C	\$132.16	\$8.85	\$141.01
1G PLAS DUPL RECP PLATE	100	\$20.82	C	\$20.82	\$48.58	C	\$48.58	\$3.25	\$51.83
4/S BOX 1-1/2" DEEP	100	\$109.12	C	\$109.12	\$254.60	C	\$254.60	\$17.06	\$271.66
4/S SG MUD RING 1/2" DP	100	\$60.17	C	\$60.17	\$140.41	C	\$140.41	\$9.41	\$149.81
GROUND SCREW/WIRE	100	\$0.25	E	\$25.37	\$59.21	C	\$59.21	\$3.97	\$63.17
BOX SUPPORTS-CLIP ON	100	\$49.98	C	\$49.98	\$116.62	C	\$116.62	\$7.81	\$124.43
TITANIUM WIRE	100	\$120.00	C	\$120.00	\$210.00	C	\$210.00	\$14.07	\$224.07

You can add a “Comment” to the Invoice whenever one is needed to clarify what is being invoiced or a “blank” can be created to separate areas.

Left Click on the “Comment” button in the upper right corner of the window.

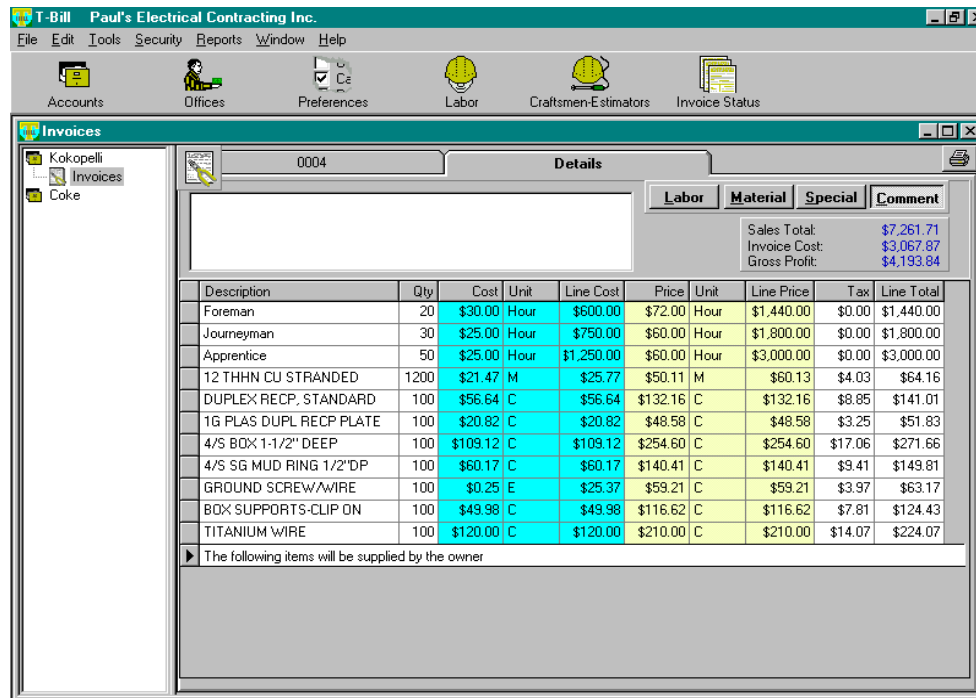
Type the text of the Comment in the space provided in the upper left corner of the window.

When the Comment is complete, hit **<ENTER>** to input into the Invoice area.

Tip: Because of the programming, the Comment will appear on the next line available in the Invoice and there is currently no way to “move” it to another line. Therefore, be sure to add the Comment at the appropriate time (i.e., before you input any labor/material that the Comment refers to).

NOTE: The Comment will “wrap” in the input area and appear as a single line in the Invoice area. It will appear in the “Description” area of the printed Invoice as “wrapped”.

Step 4: Creating Invoice Details (Contd.)



T-Bill Paul's Electrical Contracting Inc.

File Edit Tools Security Reports Window Help

Accounts Offices Preferences Labor Craftsmen-Estimators Invoice Status

Invoices

Kokopelli
Invoices
Coke

0004 Details

Sales Total: \$7,261.71
Invoice Cost: \$3,067.87
Gross Profit: \$4,193.84

Description	Qty	Cost	Unit	Line Cost	Price	Unit	Line Price	Tax	Line Total
Foreman	20	\$30.00	Hour	\$600.00	\$72.00	Hour	\$1,440.00	\$0.00	\$1,440.00
Journeyman	30	\$25.00	Hour	\$750.00	\$60.00	Hour	\$1,800.00	\$0.00	\$1,800.00
Apprentice	50	\$25.00	Hour	\$1,250.00	\$60.00	Hour	\$3,000.00	\$0.00	\$3,000.00
12 THHN CU STRANDED	1200	\$21.47	M	\$25.77	\$50.11	M	\$60.13	\$4.03	\$64.16
DUPLEX RECP, STANDARD	100	\$56.64	C	\$56.64	\$132.16	C	\$132.16	\$8.85	\$141.01
1G PLAS DUPL RECP PLATE	100	\$20.82	C	\$20.82	\$48.58	C	\$48.58	\$3.25	\$51.83
4/S BOX 1-1/2" DEEP	100	\$109.12	C	\$109.12	\$254.60	C	\$254.60	\$17.06	\$271.66
4/S SG MUD RING 1/2"DP	100	\$60.17	C	\$60.17	\$140.41	C	\$140.41	\$9.41	\$149.81
GROUND SCREW/WIRE	100	\$0.25	E	\$25.37	\$59.21	C	\$59.21	\$3.97	\$63.17
BOX SUPPORTS-CLIP ON	100	\$49.98	C	\$49.98	\$116.62	C	\$116.62	\$7.81	\$124.43
TITANIUM WIRE	100	\$120.00	C	\$120.00	\$210.00	C	\$210.00	\$14.07	\$224.07

The following items will be supplied by the owner

The above window is how your completed Invoice should appear.

- Line 1-3 – Labor (notice there is no tax),
- Line 4 – Single Item you input,
- Lines 5-10 – Separate byproducts for the Assembly you input,
- Line 11 – Special Item you created,
- Line 12 – Comment.

Step 5: Editing Invoice Details

You can Edit the Invoice directly.

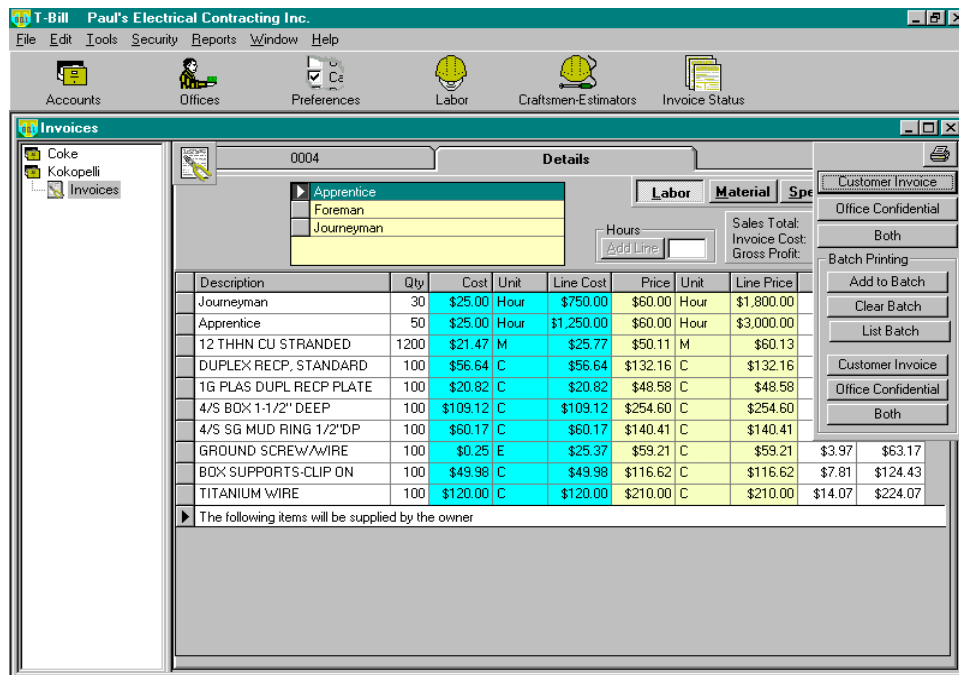
To delete any line, **Left Click** at the beginning of the desired line, then hit **<DELETE>** on your keyboard. You will be prompted as to whether you want to delete the line or not, make your choice.

Edit “Qty”, “Cost”, and “Price” fields by **highlighting** the current entry and **typing** the desired change. You must “move off” the current line for any calculations to take place.

To Edit the “Tax” field, do a **Left Click** in the field and it will bring up a list of the current taxes being applied to that line item. A **Double Left Click** on any tax in the list will **delete** it. If it is necessary to **add** it back in, choose it from the pulldown. You can also **add** other taxes to the line item this way.

You are now ready to print the Invoices

Step 6: Printing Invoices



Left Click on the “Printer” icon in the upper right corner of the window.

Select “Customer Invoice”, “Office Confidential”, or “Both” from the top section of the list.

Both Invoices will appear in “cascade” (one on top of the other). You can “maximize” each Invoice to review it better. Examples of both Invoices are on the following pages.

One advantage to printing in this program is the ability to “Batch” your Invoices for printing at a later time. The following describe “Batch Printing”:

- **Add to Batch** – Will add both current Invoices to the Batch print file.
- **Clear Batch** – Will clear the Batch file of ALL Invoices.
- **List Batch** – Will give you a list of all Invoices currently in the Batch file.
- **Customer Invoice** – Will print only the Customer Invoices from the Batch file.
- **Office Confidential** – Will print only the Office Confidential Invoices from the Batch file.
- **Both** – Will bring up separate windows showing both sets of Invoices so you can select which ones you wish to print.

Step 5: Printing Invoices (Contd.)



Customer Invoice

Paul's Electrical Contracting Inc.
1234 W. Nowhere Ln.
Suite 123
Anywhere, AZ 85000

INVOICE

Invoice Number: 0004
Date: 20 Nov 2001
Page 1 of 1

Billing Address:

Kokopelli Electrical Contracting Inc.
1234 N. Desert Blvd.
Suite 10A
Anywhere, AZ 85000



Quantity	Description	Price	Amount
20.000	Foreman	\$72.00 Hour	\$1,440.00
30.000	Journeyman	60.00 Hour	\$1,800.00
50.000	Apprentice	60.00 Hour	\$3,000.00
1200.000	12 THHN CU STRANDED	50.11 M	\$60.13
100.000	DUPLEX RECP, STANDARD	132.16 C	\$132.16
100.000	1G PLAS DUPL RECP PLATE	48.58 C	\$48.58
100.000	4/S BOX 1-1/2" DEEP	254.60 C	\$254.60
100.000	4/S SG MUD RING 1/2"DP	140.41 C	\$140.41
100.000	GROUND SCREW/WIRE	59.21 C	\$59.21
100.000	TITANIUM WIRE	210.00 C	\$210.00
The following items will be supplied by the owner			
Terms: 60 Days			
Subtotal Labor:			\$6,240.00
Subtotal Material:			\$1,021.71
Subtotal:			\$7,261.71
Tax:			\$68.45
Total:			7,330.16
Amount Due: \$ 7,330.16			

NOTE: If you have your Company Logo as a bitmap image, it can be added to this Invoice.

Step 5: Printing Invoices (Contd.)

Office Confidential Invoice

Office Invoice

Invoice Number: 0004

Date: 20 Nov 2001 8:53 am

Page 1 of 1

Kokopelli Electrical Contrac
1234 N. Desert Blvd.
Suite 10A
Anywhere, AZ 85000

Craftsman:
Estimator:
Invoice Type: Time & Materials

Quantity	Description	Price	Amount	Cost	Amount	Tax
20.000	Foreman	\$ 72.00000 h	\$ 1,440.00	\$ 30.00000 h	\$600.00	
30.000	Journeyman	60.00000 h	1,800.00	25.00000 h	\$750.00	
50.000	Apprentice	60.00000 h	3,000.00	25.00000 h	\$1,250.00	
1200.000	12 THHN CU STRANDED	50.11000 M	60.13	21.47400 M	\$25.77 B	
100.000	DUPLEX RECP, STANDARD	132.16000 C	132.16	56.64000 C	\$56.64 B	
100.000	1G PLAS DUPL RECP PLATE	48.58000 C	48.58	20.82000 C	\$20.82 B	
100.000	4S BOX 1-1/2" DEEP	254.60400 C	254.60	109.11600 C	\$109.12 B	
100.000	4S SG MUD RING 1/2"DP	140.40600 C	140.41	60.17400 C	\$60.17 B	
100.000	GROUND SCREW/WIRE	59.20600 C	59.21	0.25370 E	\$25.37 B	
100.000	BOX SUPPORTS-CLIP ON	116.62000 C	116.62	49.98000 C	\$49.98 B	
100.000	TITANIUM WIRE	210.00000 C	210.00	120.00000 C	\$120.00 B	

The following items will be supplied by the owner

Terms: 60 Days	Subtotal Labor:	\$6,240.00	Total Cost:	\$3,067.87
Tax Code Legend	Subtotal Material:	\$1,021.71	Profit:	\$4,193.84
<u>Code</u> <u>Description</u> <u>Percent</u>	Subtotal:	\$7,261.71	Percent:	136.70%
B Arizona State 6.70	Tax:	\$68.45		
	Total:	\$7,330.16		
	Time & Materials Amount Due:	\$7,330.16		

NOTE: Both Invoices are designed to be printed on plain bond paper so they can be Batched and left to print. There is currently no provision for "customizing" the report layout, but suggestions are always welcome.

Congratulations, you have completed your first Invoice!



WIN T-Bill Tutorial

Remember, the Invoices are best input using **Work Orders** collected from your field personnel. This program has a few templates as well as the capability of generating custom Work Orders. Refer to the User's Manual, pages 53-59 on how to create these Work Orders.

Notes: